

SECRETARY/BOOKKEEPER

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Provides responsible administrative support to principal and school staff. Responsible for preparing, maintaining, and receiving records. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs secretarial/bookkeeping work associated with providing administrative support to school principal/staff;
- Position is responsible for coordinating office activities, receiving and processing school funds, preparing/maintaining financial records, and processing financial documentation and information;
- This position ensures compliance with applicable rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations;
- This position performs other duties as requested by the Principal.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience with Microsoft Office; knowledge of standard office practices and procedures (including proper cash handling procedures), including bookkeeping. Superior customer services and written and oral communication skills. Ability to prioritize multiple tasks and be flexible to supervisors' needs. Ability to work independently and with minimal supervision.

EDUCATION AND EXPERIENCE:

High school diploma or GED required; computer training and at least three (3) years office experience preferred. Post-secondary education desirable.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.